

25113 Job Description City of Kirby Police Lieutenant

Position: Police Lieutenant

Job Duration: Indefinite

Min Experience: 10+ Years

Required Travel: 0-10%

Job Function: Police

FLSA Status: Exempt

Job Type: Full-Time

Salary: \$64,000.00

Min Education: H.S. Diploma/Equivalent

Salary – Type: Yearly Salary

Reports To: Police Chief

DESCRIPTION

About the Kirby Police Department

The Kirby Police Department is dedicated to providing a safe community environment for the people who call Kirby home, shop, visit, or travel through the City. The department is committed to being proactive in service and reactive in response to the needs of the community. The department strives to enhance the quality of life in Kirby by working closely with the public and being accountable at all levels.

The Opportunity

The City of Kirby seeks an experienced law enforcement professional to serve as Police Lieutenant, the department's second-in-command. This position directs all operations including divisions, personnel, policy, and strategic planning.

Essential Job Functions

The following duties are NOT intended to serve as a comprehensive list of all duties performed, but only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Directs and coordinates the work of all divisions of the Police Department
- Handles personnel issues, disciplinary action, citizen complaints, manpower needs, division problems, and requests for funding
- Develops and reviews policies and procedures in accordance with the Texas Police Chief's Association's Best Practices Recognition Program
- Organizes daily work including routine review and approval of payroll, overtime, material and crash requisitions, and other paperwork
- Reviews and responds to correspondence and phone calls
- Attends City Council meetings and other community functions
- Acts as liaison when coordinating with other local, County, State and Federal agencies

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- Provides direction for the Department in policies, procedures, and human resource issues
- Conducts long and short-range planning for the department
- Creates and reviews analytical reports of department statistics
- Seeks and administers grants
- Assists with planning, organizing, staffing, and directing the range of activities commonly found in a progressive municipal police department
- Directly supervises special functions as assigned
- Organizes and directs personnel in emergency situations
- Should be prepared to assist an Officer in any situation
- Analyzes situations quickly and objectively to recognize actual and potential dangers and determine proper course of action
- Makes sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures
- Performs a wide variety of duties and responsibilities with accuracy and speed under time-sensitive deadlines
- Demonstrates proficiency in the use and care of firearms
- Performs other job-related functions as assigned or apparent

REQUIREMENTS

Minimum Qualifications

Education:

- High School Diploma or GED equivalent (required)
- Associate's Degree in Criminal Justice or related field (preferred)

Certifications & Licenses:

- Current and valid Master Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
- Valid Texas Class "C" Driver's License with acceptable driving record
- Ability to be certified in TCIC/NCIC operations within 6 months of employment

Experience:

- Minimum of ten (10) years of broad-based training and/or work experience to demonstrate possession of the knowledge, skills, and abilities required to manage workload and complete assignments

Knowledge, Skills & Abilities

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Knowledge:

- Theories, principles and practices of leadership, supervision and training involved in the management of a City Department
- Police Department organization, mission, objectives, policies, procedures and operations
- Contemporary management techniques for planning, organizing, leading and inspecting
- Contemporary legal issues such as criminal laws, labor laws and civil laws that affect police agencies
- Facilities, equipment and personnel needed to provide police services and operations
- Local, state and federal laws as applicable to municipal law enforcement
- Municipal budget preparation and planning methods and techniques
- Operation of a personal computer and job-related software

Skills:

- Proficient operation of personal computers and job-related software applications
- Written and verbal communication
- Analytical and critical thinking
- Crisis intervention and conflict resolution
- Accurate and grammatically correct report writing
- Proficiency in the use and care of firearms

Abilities:

- Analyze situations quickly and objectively to recognize actual and potential dangers
- Establish and maintain effective relations with employees and citizens with varied racial, ethnic or economic backgrounds
- Perform duties with accuracy and speed under time-sensitive deadlines
- Deal constructively with conflict and develop effective solutions
- Supervise and lead subordinates through instruction in the performance of their duties
- Write and review policy and procedures in accordance with professional standards
- Understand and apply departmental, state and local law enforcement procedures, policies, rules and regulations
- Communicate clearly and concisely, verbally and in writing
- Prepare accurate and grammatically correct written reports
- Uphold the Law Enforcement Code of Ethics at all times
- Respond to citizen requests in a courteous and effective manner
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks

IDEAL CANDIDATE

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The ideal candidate is a seasoned law enforcement professional with strong administrative capabilities, excellent communication skills, and demonstrated experience in personnel management and policy development.

PHYSICAL DEMANDS & WORK CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Works close to others in shared indoor office space. Frequently required to sit, stand at computer while using hands, arms, and fingers to reach and input data in systems. Exposure to noise from close co-workers. May lift and move boxes and equipment weighing up to 20 pounds.

Physical Demands:

- **Standing/Walking:** Walking required for communicating with other divisions, obtaining information, attending meetings. Indoor conditions are concrete or tile. Outdoor conditions are gravel, dirt and concrete
- **Sitting:** While in meetings, handling office paperwork, utilizing telephone, computer, calculator
- **Reaching/Handling/Fine Dexterity:** Required when utilizing telephone, computer, calculator and files
- **Vision:** Required to perform all tasks associated with this job
- **Pushing/Pulling:** Required when pushing and pulling 1 – 5 lbs. of exertion for opening filing cabinets and desk drawers
- **Kneeling/Crouching/Bending/Twisting:** To obtain files from lower drawers and when obtaining supplies from lower shelves. While handling files, operating computer and copiers, and when utilizing the telephone
- **Climbing/Balancing:** Required for climbing steps to and from vault and records storage area
- **Hearing/Talking:** Required for talking on the telephone and in person to employees and other persons
- **Foot Controls:** Required while operating City Vehicles
- **Lifting/Carrying:** Occasional lifting of computer paper boxes, storage boxes, computer equipment. Occasional carrying of bound reports, computer printouts, supplies and notebooks

DISASTER SERVICE WORKERS CLAUSE

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In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from normal work assignments and may continue through the recovery phase of the emergency.

EMPLOYEE ACKNOWLEDGMENT

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.

At-Will Employment:

The City of Kirby is an at-will employer. Both the employee and the City may terminate the employment relationship at any time for any reason in accordance with applicable laws.

Management Rights:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. An employee may also perform other reasonable related business duties as assigned.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Kirby provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Where applicable, reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA).

TO APPLY

Visit: www.kirbytx.org

Click on: Employment Tab

Application Requirements: Applicants must submit both a completed City of Kirby application and a resume.

Application Deadline: Open until filled

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The City of Kirby is an Equal Opportunity Employer of Qualified Individuals.